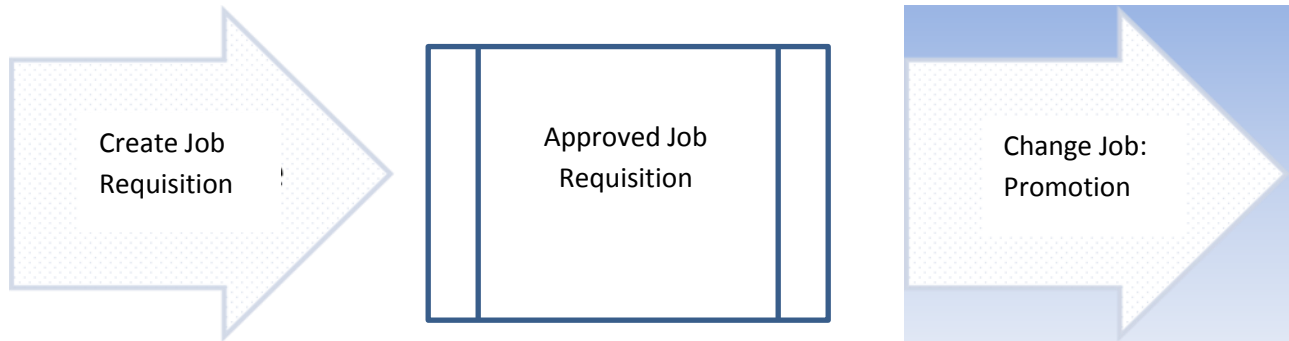


FermiWorks  
Change Job: Promotion  
**03.15.2015**



In order to promote a worker, two different processes must be completed in FermiWorks:

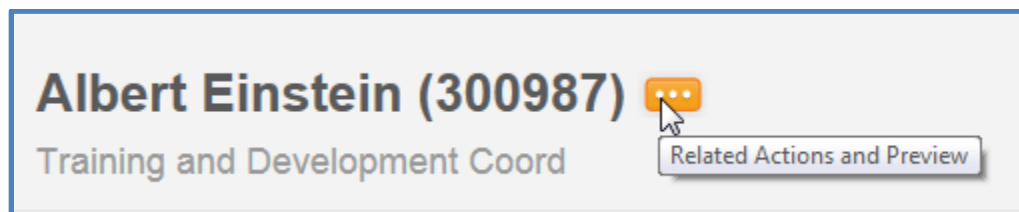
1. Create a Job Requisition: Promotion
2. **Change Job: Promotion**

This is the second process. A job requisition for a promotion must be created first so this position exists in the supervisory organization. Once the job requisition for a promotion has been approved, the [Change Job > Promotion](#) process can be completed in FermiWorks. To complete the promotion, follow the process below.

Start by accessing WDRS website > Forms > Human Resources Compensation > Promotion/Equity Job Change Justification form. Complete this form and save it to upload in the Attachment Section. Then proceed with the process below.

**NOTE:** If the worker is transferring into a different supervisory organization, the receiving manager may have to initiate this process in FermiWorks unless the current manager has the appropriate security level over the organization the worker is moving into.

1. Type the **Employee's Name** in the Search box.
2. Press **Enter**.
3. Select the employee from the Search Results list.
4. Click the **Related Actions** for the employee.

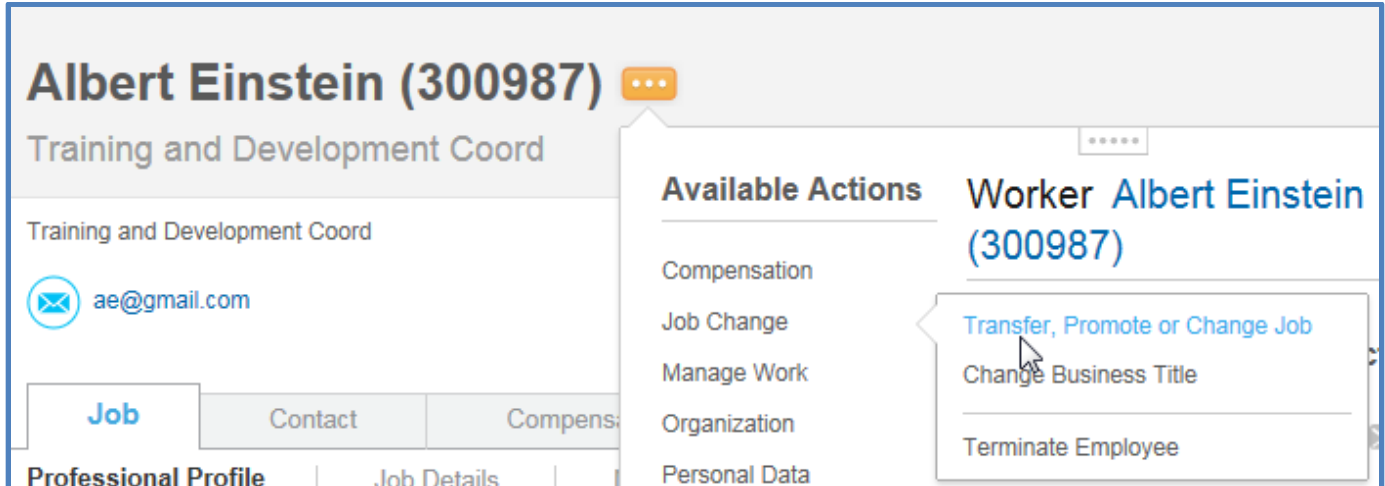


## FermiWorks

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5. Click **Job Change > Transfer, Promote or Change Job** from the Available Actions.



**Albert Einstein (300987)** ...

Training and Development Coord

Training and Development Coord

 ae@gmail.com

**Job** Contact Compensation

**Professional Profile** Job Details

**Available Actions**

- Compensation
- Job Change
- Manage Work
- Organization
- Personal Data

**Worker Albert Einstein (300987)**

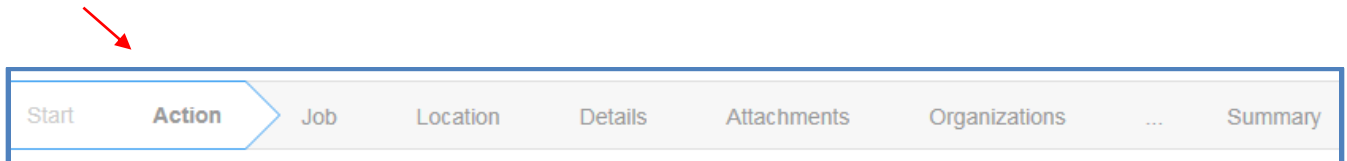
- Transfer, Promote or Change Job
- Change Business Title
- Terminate Employee

6. Click the red asterisk to open the fields.
7. Click the prompt and update the following fields as appropriate:
- Who will be the manager after this change?
  - Which team will this person be on after this change?
  - Where will this person be located after this change?

**NOTE:** The location will default based on the selection of the team.

8. Click **Start**.

The chevrons across the top indicate the sections to complete the job change process.



**Start** **Action** Job Location Details Attachments Organizations ... Summary

# FermiWorks

## Change Job: Promotion

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### Action

1. Click the Reason field to open it.

### Change Job Albert Einstein (300987) ...

For a Promotion, or any change that requires justification, please complete, save and attach this form  
Attachment Step : <http://wdrs.fnal.gov/hrs/Promo-EquityJobChangeForm.pdf>

Less

### Start

#### Start Details

When do you want this change to take effect? \* 03/23/2015 Details

Why are you making this change? \* search

Who will be the manager after this change? search

Which team will this person be on after this change? X Barbara Brooks (222379)

Where will this person be located after this change? \* Batavia

search

Promot

Change Location

Demotion  
FLSA Status Change  
Job Reclassification  
Promotion  
Promotion - Internal Hire

2. Click the Prompt and select :

<u>REASON</u>	<u>DEFINITION</u>
Promotion	Promotion to a different position that was not posted on the Fermilab website, e.g. Admin I to Admin II.
Promotion – Internal Hire	Promotion to a position that was posted on the Fermilab website. Generally a recruiting job requisition that has been approved is required.

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3. **Effective On:** The date auto populates to the next pay period.

**NOTE:** For monthly workers:

If the promotion is before mid-month, set the date to the beginning of the month.  
If the promotion date is after mid-month, set the date to the next pay period.

For weekly workers:

Select the following Monday.

4. Click **Next**.

**Job**

**NOTE:** There must be an approved Job Requisition completed for the position the employee is moving into prior to performing the Change Job – Promotion process in FermiWorks.

1. Click Position to open the fields.
2. Click Prompt to display the Vacant Positions. Select the new position to promote the employee into. Click **Done**.
3. Check the Close the current position checkbox to close the position the employee is moving out of if applicable.
4. Check the current position available for overlap checkbox if applicable.

**NOTE:** Job overlap allows for multiple workers to fill the same position during a transition period. This allows time for the replacement worker to be trained prior to the existing worker leaving this position. The worker leaving this position must have a termination end date entered in FermiWorks to allow for job overlap.

**Location**

The **Location** auto populates based on the location entered on the approved Job Requisition.

The **Scheduled Weekly Hours** auto populate based on the hours entered on the approved Job Requisition.

Click **Next**.

## FermiWorks

### Change Job: Promotion

**03.15.2015**

#### Details

1. Review the job change details. Make any necessary changes.

**NOTE:** Do **NOT** change the Default Weekly Hours.

The FTE% reflects the number of hours for this position as a percent over 40 (e.g. 20/40 = 50%; 40/40 = 100%).

Details																									
<p><i>Job Classifications</i></p> <p>Administrative</p>	<p><i>Additional Job Classifications</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Employee Type</td> <td style="width: 5%;">*</td> <td style="width: 30%;">Regular</td> <td style="width: 5%; text-align: right;">⌵</td> </tr> <tr> <td>Time Type</td> <td>*</td> <td>Part time</td> <td style="text-align: right;">⌵</td> </tr> <tr> <td>Pay Rate Type</td> <td></td> <td>Hourly</td> <td style="text-align: right;">⌵</td> </tr> <tr> <td>Location Weekly Hours</td> <td></td> <td>40</td> <td></td> </tr> <tr> <td>Default Weekly Hours</td> <td></td> <td>40</td> <td></td> </tr> <tr> <td>FTE</td> <td></td> <td>50%</td> <td></td> </tr> </table>	Employee Type	*	Regular	⌵	Time Type	*	Part time	⌵	Pay Rate Type		Hourly	⌵	Location Weekly Hours		40		Default Weekly Hours		40		FTE		50%	
Employee Type	*	Regular	⌵																						
Time Type	*	Part time	⌵																						
Pay Rate Type		Hourly	⌵																						
Location Weekly Hours		40																							
Default Weekly Hours		40																							
FTE		50%																							

**NOTE:** The Notify By date auto populates based on the date entered for the change to take effect.

2. Click **Next**.

#### Attachments

1. Click the **+** to open the Attachments section.
2. Click **Attach** and select the file to support the promotion (i.e., Promotion/Equity Job Change Justification Form). Any other documents such as letters of recommendation can also be uploaded here.

**NOTE:** A justification form **MUST** be attached to verify the promotion.

3. Click **Next**.

#### Organizations

1. Review/Complete the organization assignments and make any changes required based on the job change.

**NOTE:** Verify the Cost Center has not changed since the job requisition was approved.

2. Click **Next**.

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**Compensation**

1. Click the **Employee Visibility Date**. This is the date on which the worker will see the compensation change in FermiWorks.
2. Enter the appropriate date for the **Employee Visibility Date**. Enter a date one week from the effective date. Scroll down to the Actions section to see the effective date.

**NOTE:** This date should occur after the discussion with the employee regarding the promotion. This date must be after the effective date entered in the Action section.

3. Click **0.01 Monthly** in the Proposed column of the Compensation section to change the worker's compensation.

For salary workers:

Click Assignment Details in the Salary row in the Proposed column.

For hourly workers:

Click **No Change** in the Hourly row in the Proposed column if the worker is paid hourly.

4. Enter the new **Amount**. The Amount Change and Percent Change will auto populate.

**NOTE:** Do not remove the Merit details that auto populate.

5. Click **Next**.

**Summary**

1. Review the **Summary** of the job change.
2. Enter any appropriate **Comments** to support the job change.

**NOTE:** Any of the fields can still be updated.

3. Click **Submit**.

A housing or a stipend allowance can also be entered here. If there is no allowance or stipend, hover over each section and click the — sign in each section. Each section must be closed to move to the next window.

4. Move the mouse into the allowance row. A — displays. Click — to close the row.
5. Move the mouse into the stipend row. A — displays. Click — to close the row.

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6. Click **Submit**.

**View Job Promotion Progress Status**

1. Open your FermiWorks Inbox.
2. Click **View Inbox**.
3. Click the **Archive** Tab.
4. Click the **Promotion** Action.
5. Click the **Process** tab.
6. Review the table to see the status.